

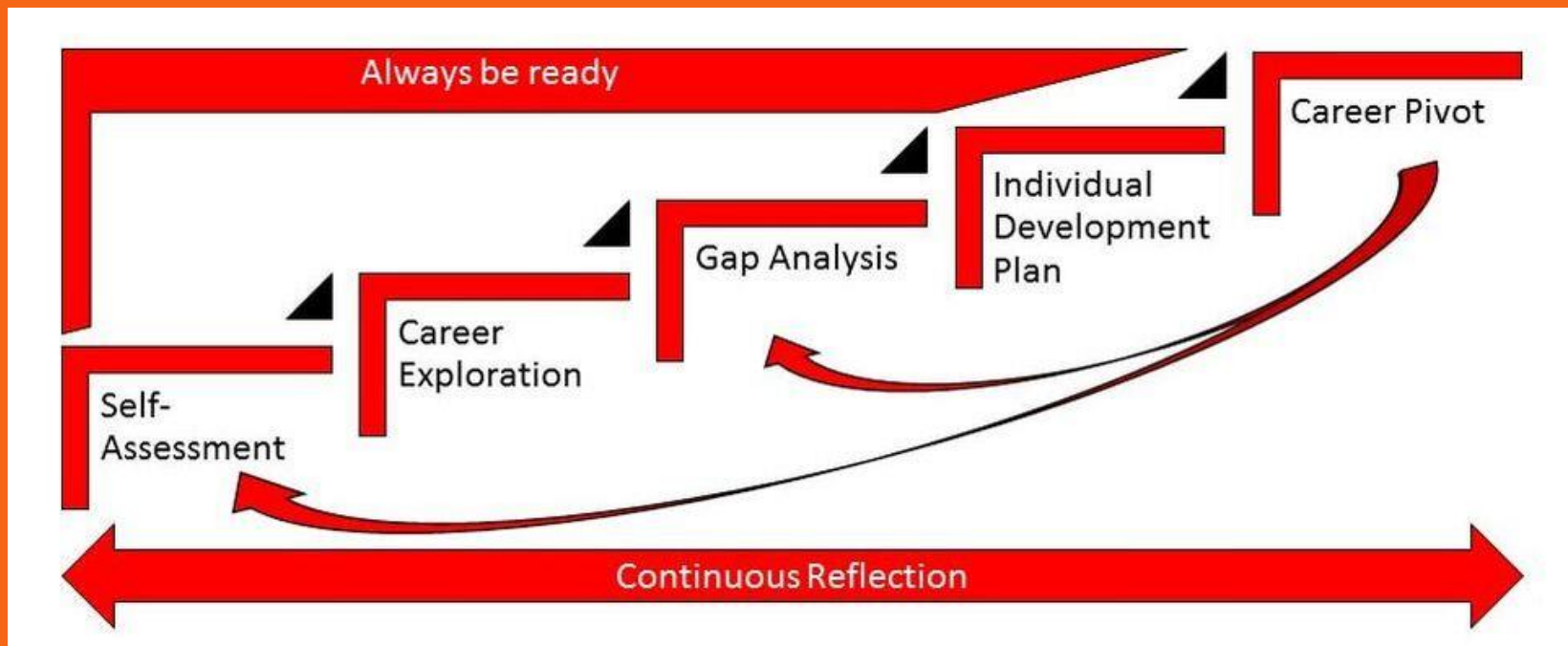
HOW TO BUILD YOUR INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN

By Patrick Arsenault

GRENFELL
CAMPUS



MAKING A SOLID CAREER PLAN: EASY 5 STEP PROCESS



Created by Patrick Arsenault in 2019

1. SELF-ASSESSMENT:

FIND OUT WHO YOU ARE AND DO IT ON PURPOSE.

- “According to The Wall Street Journal, scientists have found that the majority of us will be better served not by high SAT scores or STEM degrees but by discovering and embracing our true talents”.



Top 10 Resources

- [CliftonStrengths 34 Report](#)
- [16 Personalities](#)
- [Career Cruising](#)
- [A Guide to Finding Yourself](#)
- [How to Find Your Way](#) (TED Talk in French)
- [O*NET Interest Profiler](#)
- [Strong Interest Inventory](#)
- [7 Steps to Discover Your Personal Core Values](#)
- [Live Your Core Values: 10 Minute Exercise to Increase Your Success](#)
- [How to Live Your Truth: identifying Your Values and Mastering Mindful Living](#)

2. CAREER EXPLORATION:

WHAT DO YOU WANT TO BE WHEN YOU GROW UP?

- Once you have a better grasp on what kind of person you are, what your strengths and goals are, you need to translate that into career options



Top 5 Resources

- [MAPP Career Test](#)
- [Prospects Planner](#)
- [University of Toronto On-line self assessment package](#)
- [University of British Columbia Career Exploration](#)
- [How to Find Work You Love \(TED Talk\)](#)

3. GAP ANALYSIS:

WHAT ARE THE BEST OPPORTUNITIES AND UNMET TALENT NEEDS?

- Make an inventory of all the skills that you have, the ones you want to work on and the ones that are needed in your field. Compile job descriptions over a period of at least three months.



Top 3 Resources

- [The Skills Companies Need Most in 2019 – And How to Learn Them](#) (by LinkedIn)
- [Explore careers by essential skills](#) (by Canada Job Bank)
- [The Most Important Skill For 21st-Century Success](#) (Forbes)

4. INDIVIDUAL DEVELOPMENT PLAN:

"WHAT'S THE PLAN?"

- Develop an extensive individual development plan, which will not only allow you to determine what your end goal is, but allow you to determine what to do to get there



Top 3 Resources

- SMART goals
- Develop your own personal mission statement
- Create your individual development (template) (consider having someone sign it for accountability)
- Consider creating a one pager summarizing who you are and where you are going. This can also be put online to share with prospective employers (example).

5. PIVOT:

HOW TO KEEP THE MOMENTUM AND HAVE A PROACTIVE APPROACH TO CAREER DEVELOPMENT?

- Changing some of the things you currently do to expand your horizons, meet new mentors, learn new skills, or anything else that has the power to impact your trajectory.



Top Resources

- [4-Week #PIVOTsprint](#)

THE IMPORTANCE OF CONTINUOUS REFLECTION

- imagining far-fetched scenarios about the future can prepare us to face the unexpected in the present and be better prepared for what is coming ([The Economist, 2019](#)).
- Developing a career strategy is hard work. It is difficult, because it forces us to reconsider who we are, rethink our life, step outside of our comfort zone and DREAM. Dreaming can be difficult. We don't want to be so vulnerable as to wish for things we know will never happen. However, without a sparkle of dare and imagination, it's often impossible to reach our full potential or even to move forward at all. We tend to be extremely good at preparing for the worst, but not that good to "prepare for the best". However, it is a crucial part of the journey. We simply can't accomplish what we cannot dream.



ALWAYS BE READY

- For any of this to be worth it, it is crucial for you to always be ready. You must remain open to new opportunities and have tools and materials available to sell yourself at all times.



You always need an up-to-date:

- Resume and generic cover letter
- Elevator pitch
- A winning interview strategy

Being ready also means being willing to ask yourself this question: Should I stay or Should I go? Every time you choose an opportunity, you have to turn down something else. Your time is a finite resource and you can't do everything.

You have to be mindful of that and determine whether or not the timing is conducive to make a career change.

QUESTIONS

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